

Commonwealth of Virginia

Juvenile Accountability Incentive Block Grant

Application Instructions



February, 2003

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Juvenile Accountability Incentive Block Grant

Grant Application Instructions

Grant applications are due on or before 5:00pm on March 31, 2003. **DCJS will not accept faxed or electronically mailed applications.**

Individual Technical Assistance:

Those invited to submit grant applications may contact James F. Hodgson (804)-225-4072 of the DCJS Juvenile Services Section, jhodgson@dcjs.state.va.us, for technical assistance in the preparation of grant applications.

Requirements:

Full grant applications must include:

1. **The DCJS GRANT APPLICATION** Face Sheet (Form DCJS-1-0198). The State agency director or the chief executive official (county administrator or city manager) of the sponsoring local unit of government must sign this cover sheet. Grant Application Face Sheet, available at: <http://www.dcjs.state.va.us/grantsadmin/forms/grantapp.doc>. Applicants must provide a Brief Project Description and a Project Budget Summary of the proposed initiative in the space provided on the Grant Application Face Sheet. The Grant Application Face Sheet must be completed in full.
2. **Detailed Proposed Program Workplan Report and Narrative:** Applicants must provide a description of the planning process for this project including an outline of the project objectives/activities and the beginning and ending dates of the objectives/activities. Implementation of the work plan should also include: Description of the organizational structure supporting the program; and Description of activities for recruiting and retaining program participants. The detailed Implementation work plan must list organizational, programmatic, and evaluation steps, activities, and completion dates. Narrative beyond the Workplan Report may be provided by submitting attachments as needed.
3. **Documentation of Need:** A detailed documentation of need for the project, supported by data, must be provided. A statement describing the needs assessment and how the assessment demonstrates jurisdictional need must be included. Documentation must be included that illustrates the issues that are relevant to the project objectives and the juvenile offender population targeted for the program, including information on the community, the juvenile justice system, and the family. Applicants must

- identify the JAIBG Program Purpose Area(s) that the project addresses and demonstrate how the project complies with the identified JAIBG Program Purpose Area(s). JAIBG Program Purpose Areas are attached to the application instructions.
4. **Target Population:** Applicants must provide a description of the target population including demographics, characteristics, and specific risk and protective factors (strengths/resources) relevant to proposed project. The total number of juvenile offenders targeted or served with the project must be identified. The applicant must demonstrate that the targeted juvenile offenders comply with the JAIBG program eligibility criteria. JAIBG funds can only be used to support programs and services for juvenile offenders. Juvenile offenders are defined as juveniles 17 and younger that have been adjudicated delinquent. JAIBG funds cannot be used for prevention activities, or for youth who have solely been designated as a Child in Need of Services (CHINS), a Child in Need of Supervision (CHINSup) or Status Offenders. The applicant must demonstrate that the targeted juvenile offender population is of a manageable size to support the implementation and evaluation of the project.
 5. **Outcomes/ Evaluation:** Applicants must provide an evaluation strategy which includes a description of the process and the outcomes. Technical Assistance will be rendered to assist with developing an individualized evaluation strategy to fit the proposed project.
 6. **Project Budget, Budget Narrative and Demonstration of Matching Cash Funds- Itemized Budget Sheet** (Form DCJS-1-0492) Budget Category Itemization, available at: <http://www.dcjs.state.va.us/grantsadmin/forms/grantbudg.doc>. Applicants must provide a detailed project budget, which features a budget narrative and demonstrates the use of matching funds. The itemized budget must explain all proposed expenditures and costs. The budget must demonstrate the amount of grant funds being requested and the amount of local match funds being provided. The recipient of a JAIBG award must provide at least 10% of the total program costs in the form of a cash match. The budget must clearly demonstrate the proposed use of all funds (grant and match) by line-item allocation. Applicants must document the source and nature of local cash match funds and provide information that establishes commitment to the project being made by the source of these match funds through letters of support, or approval for use of funds as match. Applicants must demonstrate the appropriate use of funds pertaining to JAIBG Program Purpose Area(s) and the application of these funds to the appropriate targeted juvenile offender population.
 7. **Additional letters of support**, if appropriate.

8. **Certifications and assurances;** signed by the chief executive officer of the State Agency or the unit of local government.

Things to Think About in Preparing your Application:

- Is your target community well defined? Do you know exactly where you will focus your JAIBG resources?
- Is your target community of a manageable size to support the implementation and evaluation of a JAIBG program?
- Have you gained the cooperation of all of the potentially important entities within the boundaries of your target community (e.g., juvenile courts, court services units, detention centers, the school districts, town, and county)?
- How might community characteristics influence your efforts and affect the provision of services to families and youth in the target community?

The grant application must be received by DCJS **no later than 5:00pm on March 31, 2003**. The application package must consist of one original and three (3) copies of the grant application. Submissions by fax transmittal and electronic mail will NOT be accepted. Applications should be directed to:

**The Department of Criminal Justice Services
Attn: Grants Administration
805 East Broad Street - 10th Floor
Richmond, Virginia. 23219.**

Matching Funds:

The JAIBG program provides that Federal funds may not exceed 90 percent of total program costs, including any funds set aside for program administration, by a State or unit of local government. Matching contributions need not be applied at the exact time or in proportion to the obligation of Federal funds. However, the full match amount must be provided and obligated by the end of the project period as identified in each award package. The State agency or local government recipient of a JAIBG award must contribute, in the form of a cash match, 10 percent of the total program cost. The total program costs is made up of the federal award amount and the cash match. If only the Federal award amount is known, the calculation of the match requirement is as follows: A) Convert the Federal award amount percentage to a fraction (example, 90 percent = 9/10). B) Invert the fraction from 9/10 to 10/9. C) Multiply the Federal award amount by the numerator (example, \$80,000 x 10). D) Divide the result by the denominator to determine the total program cost (example $\$800,000/9 = \$88,889$). E) Subtract the amount of the Federal award from the total program cost to determine the cash match (example $\$88,889 - \$80,000 = \$8,889$).

Matching funds are subject to the same requirements for accounting and expenditure as federal grant funds.

Juvenile Accountability Incentive Block Grant
General Submission Requirements (FY 2003)

Applications not conforming to the following general submission requirements will be rejected.

1. Applications must address all requirements to be eligible for consideration.
2. Only State agencies and local units of government are eligible to apply for JAIBG funding assistance. Private, non-profit agencies may conduct projects only under contract with a State agency or unit of local government.
3. All applications for funding must be submitted on DCJS Forms. One original and 3 copies are required. For ease of duplication, please do not bind copies.
4. All applications must be received by the specified deadline at DCJS offices located at 805 East Broad Street, 10th Floor, Richmond, Virginia 23219. Responses submitted by fax or electronically will not be accepted. Applications not meeting these deadlines will not be considered.
5. The State agency director or the chief executive official (city manager or county administrator) must sign the application. All sections of the application pertinent to the proposed project must be completed in full. Applications must include a cover letter that includes the name, address and telephone number of the contact person for the project.
6. Projects which accept referrals from any agency, or which make referrals to any agency, must have letters of intent to participate and/or cooperate with the project from the affected agency or agencies.
7. The requesting agency must assure its willingness to comply with all DCJS requirements for administration, monitoring, reporting, evaluation, and data collection.
8. All applicants must comply with the *Code of Virginia* and any standards applicable for projects of the type being requested.
9. JAIBG funds can be used only to support the 12 JAIBG Program Purpose Areas.
10. JAIBG funds can only be used to support programs and services for juvenile offenders. Juvenile offenders are defined as juveniles 17 and

younger that have been adjudicated delinquent. JAIBG funds can not be used for prevention activities, or for youth who have solely been designated as a Child in Need of Services (CHINS), a Child in Need of Supervision (CHINSup) or Status Offenders.

11. Equipment requests must be clearly justified and directly related to service delivery programs and/or projects. Equipment requests that are poorly justified will not be funded.
12. JAIBG funds will not be made available for programs or activities for which there is already a dedicated source of funding (including local, state, or other federal funds).
13. Funds from this grant cannot be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purpose(s).
14. All funding is subject to the availability of federal funds.
15. The grant period is effective July 1, 2003 through June 30, 2004. There is no commitment beyond this period. Prepaid expenses will not be allowed. All federal grant funds and local match must be expended on activities that are accomplished by the end of the grant period.
16. Grant funds will be disbursed quarterly on a reimbursement basis only.
17. Funds for these initiatives cannot be used for construction, renovation or land acquisitions.
18. Local matching funds are subject to the same requirements for accounting and expenditure as federal grant funds.
19. Certifications and Assurances are required to be submitted with the grant application.
20. The JAIBG program provides that Federal funds may not exceed 90 percent of total program costs, including any funds set aside for program administration, by a State or unit of local government. Matching contributions need not be applied at the exact time or in proportion to the obligation of Federal funds. However, the full match amount must be provided and obligated by the end of the project period as identified in each award package. The State agency or local government recipient of a JAIBG award must contribute, in the form of a cash match, 10 percent of the total program cost. The total program costs is made up of the federal award amount and the cash match. If only the Federal award amount is known, the calculation of the match requirement is as follows:

A) Convert the Federal award amount percentage to a fraction (example, 90 percent = 9/10). B) Invert the fraction from 9/10 to 10/9. C) Multiply the Federal award amount by the numerator (example, \$80,000 x 10). D) Divide the result by the denominator to determine the total program cost (example $\$800,000/9 = \$88,889$). E) Subtract the amount of the Federal award from the total program cost to determine the cash match (example $\$88,889 - \$80,000 = \$8,889$).

21. All grant applicants must be in compliance with all special grant Conditions and expectations.
22. No grant applications will be approved for funds when the applicant has any required financial or program reports for current or past grants that are more than 30 days overdue.

Juvenile Accountability Incentive Block Grant Program Purpose Areas (JAIBG)

The purpose of JAIBG is to provide funds to develop programs to promote greater accountability in the juvenile justice system by expending funds in the twelve program purpose areas. The twelve program purpose areas are:

1. Building, expanding, renovating or operating temporary or permanent juvenile correction or detention facilities, including training of correctional personnel.
2. Developing and administering accountability-based sanctions for **juvenile offenders**.
3. The hiring of juvenile judges, probation officers, and court appointed defenders and funding pre-trial services for juveniles, to ensure the smooth and expeditious administration of the juvenile justice system.
4. Hiring of additional prosecutors, so that more cases involving **violent juvenile offenders** can be prosecuted and backlogs reduced.
5. Providing funding to enable prosecutors to address gangs, drugs, and youth violence more effectively.
6. Providing funding for technology, equipment, training to assist prosecutors in identity and expediting the prosecution of **violent juvenile offenders**.
7. Providing funding to enable juvenile courts and probation offices to be more effective and efficient in holding **juvenile offenders** accountable and reducing recidivism.
8. Establishing court based juvenile justice programs that target **young firearm offenders** through the establishment of juvenile gun courts for the adjudication and prosecution of juvenile firearm offenders.
9. Establishing drug court programs for juveniles so as to provide continuing judicial supervision over **juvenile offenders** with substance abuse

- problems and to provide the integrated administration of other sanctions and services.
10. Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice system, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of **juveniles who repeatedly commit delinquent or criminal acts**.
 11. Establishing and maintaining accountability-based programs that work with the **juvenile offenders** who are referred by law enforcement agencies, or which are designed to protect students and school personnel from drug, gang and youth violence.
 12. Implementing a policy of controlled substance testing for appropriate categories of juveniles within the juvenile justice system.

Reviewer: _____ Grant #: _____

Applicant : _____

Implementing Agency: _____

Project Title: _____

Total Funds Requested: \$ _____ Total Score: _____
(100 max.)

Grant Application

A. **Detailed Proposed Program Workplan Report and Narrative:** Description of the planning process for this project including:

- An outline of the project objectives/activities and the beginning and ending dates of the objectives/ activities.
- Description of the organizational structure supporting the program.
- Description of the activities for recruiting and retaining program participants.
- List of organizational, programmatic, and evaluation steps, activities, and completion dates.

MAXIMUM SCORE: 15 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

B. **Documentation of Need:** A detailed documentation of need including:

- A detailed documentation of the need for the project, supported by data.
- A statement describing the needs assessment and how the assessment demonstrates jurisdictional need.
- Issues that are relevant to the project objectives and the juvenile offender population targeted for the program including information on community, the juvenile justice system, family, school, and individual/peer risk factor data.
- The JAIBG Program Purpose Area(s) that the project addresses.
- Demonstrate how the project addresses and complies with the identified JAIBG Program Purpose Area(s).

MAXIMUM SCORE: 20 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

C. **Target Population:** A detailed description of the targeted juvenile offender population including:

- Description of a clearly defined targeted juvenile offender population including demographics, characteristics, and specific risk and protective factors (strengths/resources) relevant to the proposed project.
- The total number of juvenile offenders targeted or served with the project.
- Does the targeted juvenile offender population comply with the JAIBG program eligibility criteria. JAIBG funds can only be used to support programs and services for juvenile offenders. Juvenile offenders are defined as juveniles 17 and younger that have been adjudicated delinquent. JAIBG funds can not be used for prevention activities, or for youth who have solely

been designated as a Child in Need of Services (CHINS), a Child in Need of Supervision (CHINSup) or Status Offenders.

- Is the targeted juvenile offender population of a manageable size to support the implementation and evaluation of the project.

MAXIMUM SCORE: 20 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

D. Outcomes/Evaluation: A detailed evaluation strategy to include:

- Description of the evaluation strategy to be utilized;
- Description of the basic outcomes anticipated.

MAXIMUM SCORE: 20 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

E. PROJECT BUDGET, BUDGET NARRATIVE AND DEMONSTRATION OF MATCHING CASH FUNDS: A

COMPREHENSIVE DETAILED ITEMIZED BUDGET AND BUDGET NARRATIVE TO INCLUDE:

- The correct calculation of the amount of grant funds being requested and the amount of local match funds being provided;
- The proposed use of all funds (grant and match) by line-item allocation;
- The source and nature of local cash match funds and the degree of commitment to the project being made by the source of these funds through letters of support, or approval for use of funds as match;
- The appropriate use of funds pertaining to JAIBG Program Purpose Area(s) and the application of these funds to the appropriate targeted juvenile offender population.

MAXIMUM SCORE: 15 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

F. Additional Letters of Support: If appropriate.

MAXIMUM SCORE: 5 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS:

G. Certifications and Assurances: Must be submitted with the completed application:

- Certifications and assurances must be included, and signed by Director of the State agency or the chief executive officer of the local government.

MAXIMUM SCORE: 5 points

REVIEWER'S SCORE: _____

REVIEWER'S COMMENTS: